

THE EARTH SURFACE PROCESSES AND LANDFORMS BIBLIOGRAPHY

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INTRODUCTION

The *Earth Surface Processes and Landforms* bibliography consists simply of a full listing of all references from the 1996 editions of the journal in machine-readable form. The listing can be searched and sorted using almost any software package or word processor. The following example describes the access to the listing using Microsoft Word on a PC, but the steps are similar on other machines and with other software.

OPENING THE LISTING

The listing is entitled BIBLIO97 and is contained in the *Technical and Software Bulletin* folder or directory and, in Windows on a PC, is opened from within the word processor or by double clicking on the file name or icon.

The listing is saved in 'text only' format so that it may be loaded into as many applications as possible and is organized with all of the references from each of the papers in each of the editions grouped together and in order of original page numbers.

REFORMATTING THE LISTING

It is a relatively simple task to reformat the listing into the user's preferred style and, in this example, use of the 'select all' command from the EDIT menu, followed by judicious use of the ruler for page width and indentations, and the FONT menu for character style and size, produces the type of screen display needed. Again, entries can be copied and pasted into other documents in Windows, with any of the newer word processors.

SEARCHING FOR ENTRIES

There are very many entries contained in the listing (500k of file space) and these can be perused in the normal way. Alternatively, the search and find capabilities of the word processing package may prove useful.